



Job Title: Building Safety Manager
Department: Planning & Building Department
Reports To: Planning and Building Director
Salary: \$75,569.00 - \$109,575.00

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 2/16/2010	Revision Dates: 3/4/2013, 4/26/2017, 12/06/19, 3/26/20, 1/24/2022	

JOB SUMMARY

Manages, plans, organizes and coordinates the activities of the three functional areas of the Building Safety Division: plan review, inspections, and permit administration. Provides direct supervision to select staff and provides technical interpretation of building code issues. Exercises independent judgment in working with division heads and department directors on Town projects and issues. Coordinates special projects with all departmental divisions and outside consultants. Serves as the Building Official and Fire Marshal. Interprets building codes, compiles statistical information and prepares and administers the budget for the Building Safety Division. Serves as the lead professional in advising and administering the Board of Appeals.

ESSENTIAL FUNCTIONS

- Manages division operations by developing and interpreting policies, providing general direction to staff on implementation of procedures, and supervising employees involved in the following functional areas: Building Plan Review, Building Inspections and Permit Issuance. Prepares division budget and determines appropriate use of funds.
- Serves as Building Official and Fire Marshal. Interprets building codes and coordinates construction projects by researching codes and related material, consulting with owners, designers, staff and plan review consultants, and resolving issues as needed.
- Manages and monitors work performance of division staff including evaluations, coordinating training establishing work objectives and performance objectives, establishing organizational goals and assuring staffing to meet those goals. Explores and implements ways to improve administrative operations by decreasing turnaround times, streamlining work processes, working cooperatively to provide quality customer service and providing technical, mechanical and physical support for divisional operations.
- Work requires comprehensive, practical knowledge of a technical field with use of analytical judgment and decision making abilities appropriate to the work environment of this organization.
- Ensures building permit and inspection process is administered in accordance with local, State and other regulations.
- Establishes and maintains partnerships and effective working relationships with other departments, agencies, local businesses, community groups and professional organizations. This includes relationships with homeowners, business owners, architects, engineers and builders.
- Communicates with the community, other agencies and local governments, our customers and town residents via the town newsletter, the department's website, attending community and organizational meetings.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.

- Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.
- Performs other duties as assigned.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Architecture, Engineering or other related field.
- A minimum of five (5) years' experience reviewing building plans, fire plans, building inspections or fire inspections in a code enforcement office; or, five years' experience working as a plans examiner, building inspector, fire inspector, or as a project manager, architect, engineer, or estimator in an architectural, engineering or construction office.
- Three years of supervisory or management level experience is also required.
- ICC Certified Building Official certification required within 6 months of hire and a Fire Plans Examiner Certification within one year of hire.

PREFERRED QUALIFICATIONS

- Municipal or county experience in a Building Safety function.
- Registered design professional

REQUIREMENTS

- A valid Arizona driver's license is required within ten days of hire.
- Must be able to pass a background investigation.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers